

General Instructions for EEO Data Tool

EEO Web Tool URL: <http://www.census.gov/eeo2000/index.html>

All tables included Race/Ethnicity and Sex. Geography varies depending on level of detail.

1. Choose Table

- Occupation
- Education

★ If Occupation - choose level of detail for occupation codes:

- A - Census (471 codes) (DataSets 1, 8, 14)
- B - OPM (268 codes) (DataSets 2, 9, 15)
- C - State and Local Government or EEO-4 (8 codes) (DataSets 5, 12, 18)
- D - EEO Occupation Groups (14 codes) (DataSets 3, 10, 16)
- E - EEO-1 Job Categories (9 codes) (DataSets 4, 11, 17)
- F - Employment by Occupation (471) by Age - Worksite (DataSet 22)
- G - Employment by Occupation (471) by Industry - Worksite (DataSet 23)
- H - Employment by Occupation (471) by Earnings - Worksite (Dataset 24)

★ If Education - choose level of detail and either residence or worksite

- A - 5 Levels of Education (Younger Age Group) (DataSet 6, 13, 19)
- B - 6 Levels of Education (Younger Age Group) - Residence (DataSet 7)
- C - 6 Levels of Education by Occupation - Worksite (DataSet 20)
- D - 5 Levels of Education by Occupation - Worksite (DataSet 21)

2. Choose Geography

- A- Residence (DataSets 1-7)
 - Where people live
- B- Worksite (DataSets 8-24)
 - Where people work

3. Choose level of Geography - Level of geography depends on level of occupation code detail selected

A - Residential DataSets: (Where people live)

- U.S. Total (DataSets 1 - 5, 7)
- State (DataSets 1 - 5, 7)
- MSA/PMSA (DataSets 1 - 5, 7)
- County Sets (Aggregates of counties or counties of 50,000 or more) (DataSets 1, 2)
- All Counties (DataSets 3 - 6)
- Places of 50,000 or more (DataSets 3 - 6)

B - Worksite DataSets: (Where people work)

- U.S. Total (DataSets 20, 22, 23, 24)
- Counties of 100,000 or more (DataSets 21 - 24)

Revised: 3/24/04

Places of 100,000 or more
Counties of 50,000 or more
Places of 50,000 or more

(DataSets 21 - 24)
(DataSets 8 - 13)
(DataSets 14 - 19)

4. **Select specific geography:** Select specific state, county, county set, MSA/PMSA, or place by name
5. **Choose sort order**
 - ★ Sort by occupation codes
 - ★ Sort Alphabetically
6. **Choose occupation categories**
 1. Select one category at a time by using the Ctrl key **OR**
 2. Select a range using the Shift key at the beginning and end of the range.
7. **Designate race categories:**
 - A - All available categories - "Show Detailed Race/Ethnicity Categories"
 - B - White Alone, Not Hispanic and All Other
 - C - Select from the list to create a custom list of races
8. **Designate Output Options**
 - A - Show Total of Selected Geographies & Occupations
 - B - Create a CSV (comma separated values) file for download - this is used if the user wants to download the file in some spreadsheet program. The file will open in whatever spreadsheet software package the user designates.
9. **Two tables will be produced:** first with data estimates in numbers
second with data in percentages - (percent of total of occupation, not percent of individual sex)

NOTE: Percentages may not add total due to rounding. For information on confidentiality protection, sampling error, nonsampling error, and accuracy of the data, see <http://www.census.gov/prod/cen2000/doc/sf3chap8.pdf>